

[Current Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Confirmation of Resignation

Dear [Employee Name],

This letter confirms that we have received and accepted your formal resignation from your position as [Job Title], dated [Date of Resignation Letter].

We acknowledge your request for a shortened notice period. We have agreed to waive the standard notice requirement, and therefore your final day of employment with [Company Name] will be [Final Working Date].

Your final paycheck, which will include payment for hours worked up to your final day and any accrued but unused vacation time (if applicable), will be issued on [Pay Date] via [Payment Method].

Please ensure that all company property, including your [ID Badge, Laptop, Keys, etc.], is returned to the Human Resources department by the close of business on your final day.

Information regarding your benefits and tax documents will be sent to your personal email address. Please let us know if your contact information changes.

We thank you for your contributions to the team and wish you the best in your future endeavors.

Sincerely,

[Name of HR Representative]

[Title]

[Company Name]